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Weekly Report for Week Ending 11 August 1959
from
Forms Management Branch

1. Contributions

a. Tangible

(1) Completed 26 actions requiring the printing of 896,250 copies or sets of blank forms.

✓ (2) Five new and 2 revised forms were approved.

b. Intangible

25X1 Discussed the new Travel Order Form and its Worksheet with [redacted] Chief Administrative Training, OTR. She will use ✓ the new forms in her courses as soon as they are in the system.

As a result of the above discussion, a review was made of all forms used by [redacted] staff for instruction purposes. Of 42 forms reviewed, 24 were not of the latest edition. In some cases the forms had been obsoleted. Action was taken to inform her of latest editions on all forms that she uses. In addition a system was set up which will give her a copy of the monthly machine listing of all changes in forms. 25X1

25X1 [redacted] going to check the forms in other offices of Training to make sure that all forms used in training courses are the latest editions.

2. Assignments

a. Active

✓ (1) Eleven new and 11 revised forms.

(2) Teletype Dissemination Information Reports and Systems. [redacted] 25X1

(3) Revision of Dispatch Forms [redacted] 25X1

(4) Improved Management of Stocked Forms

Deficiency previously reported in getting form copies to overseas Forms [redacted] has been corrected with development 25X1
25X1 of a form letter type communication to the field by DSCS/SD/OL. [redacted]

(5) Uniform Information Report [redacted] 25X1

(6) New Building Project [redacted] 25X1

(7) Expediting Printing of Information Reports [redacted] 25X1

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(8) Improvement in Quality of Information Reports Production

25X1

(9) Three employee suggestions.

(10) Proposed Revision of Security Officer Check List 25X1

Review of some 3,000 Security Check Sheets, Form 108 and Security Check Officer Lists, Form 109, 25X1
25X1 has resulted in a formal recommendation by
25X1 that Form 109 be revised. Initially his idea seems sound and valid. While studying this, concurrent action will be taken to procure and install the magnetized safe check sheet holder developed 25X1

b. Inactive

(1) Elimination of Transmittal Dispatches for Personnel Type
25X1 Data.

3. News

a. Form 73, Request for Internal Training, previously reported as being printed, is now with O&M (DD/S). Printing is being held subject to O&M (DD/S) return of the proof copy. 25X1

25X1

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